

2023-2024 EMPLOYMENT OPPORTUNITIES
INTER-LAKES SCHOOL DISTRICT

Inter-Lakes Elementary School

➤ **Administrative Assistant**

Full-Time, Year-Round
Benefits per Non-Bargaining Benefits Overview
Anticipated Start Date: June 28, 2023

The Inter-Lakes Elementary School is seeking an Administrative Assistant. This position provides support in the main office and to building administration, and managing financial resources such as assisting with the building budget process, purchasing, and student activity accounts. Exceptional organizational skills required. Candidates must be attentive to details, proficient in Google Suite, MS Office applications and other software, and able to work in a fast-paced office environment.

Application deadline: June 16, 2023 or until filled

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A complete application packet includes application, cover letter, and resume.

Employment Applications can be found at: <https://www.interlakes.org/jobs>

Please submit application to: Ashley Dolloff, Human Resources Director
Inter-Lakes School District
103 Main Street, Suite 2
Meredith, NH 03253

or e-mail to: ashley.dolloff@interlakes.org

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